

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Records Management Division

DATE: 5 May 1955

FROM : Chief, Records Systems Branch

SUBJECT: Comments on HR 5821

1. H. R. 5821 appears to be a compromise of the difference of opinion held by Records Engineering, Inc. and the Hoover Commission Task Force on Paperwork Management with respect to the establishment of a centralized facility for performing microfilming services for Federal agencies.

2. Records Engineering, Inc. in their report to the General Services Administrator on a government-wide survey of microfilming operations recommended that a central microfilming service be established in the General Services Administration. They further recommended that the General Services Administrator be given authority to: approve microfilm projects, limit acquisition of equipment, pool and transfer equipment, consolidate microfilm operations, establish standards and regulations for all government microfilm operations, and establish priorities and approve projects for security microfilming.

3. The Task Force Report on Paperwork Management concurred in the recommendation that a central microfilming service be established in GSA, but opposed the placing of government-wide control of microfilming operations in any staff agency. The Task Force did feel that technical assistance and a clearing house of information and standards should be provided by GSA.

4. The wording of the proposed Bill seems to indicate that GSA would limit its role to the establishment of standards and policies and the operation of centralized microfilming services as long as the agencies themselves provided effective controls over their operations. However, the General Services Administrator would have the authority to establish such controls as he determines are necessary to provide for the economical and efficient utilization of microfilming by Federal agencies.

5. Although Public Law 110 exempts this Agency from the provisions of H.R. 5821 it is still our duty to abide by the intent of this legislation if it is enacted into law by the Congress. The program outlined in our proposed Microfilming Regulation would effectively satisfy our obligations in this respect. It is also possible that this Agency might want to use the central facilities of GSA for some of its less sensitive microfilming jobs if cleared personnel are available there.

Noted 5/15
Be attached
memos to
Chief of Staff
Staff